



Incentive Awards Review



No. 1

Issued by the CIA Incentive Awards Committee in the interest of the Incentive Awards Program as provided for in Regulation 20-630

MARCH 1954

EMPLOYEE OF COMPTROLLER'S OFFICE RECEIVES HIGHEST AWARD

25X1A9a

[REDACTED] an employee of the Finance Division, Comptroller's Office, received award of \$370 for her meritorious suggestion concerning the development of a major revision of the Agency's Travel Voucher which will substantially reduce the cost of processing the form and is expected to result in estimated savings to the Agency of \$28,000 yearly. A Certificate of Award signed by the Director in recognition of her meritorious suggestion was also presented to [REDACTED] 25X1A9a

OTHER MAJOR AWARDS

25X1A9a

[REDACTED] Library Division, Office of Collection and Dissemination, received an award of \$250 for his meritorious suggestion concerning the use of a Russian Transliteration procedure. The procedure was designed by Mr. [REDACTED] to provide for untrained clerical and professional employees being utilized in the extracting, in transliterated form, of information contained in directories, indexes, and journals printed in Russian. The award to [REDACTED] was based on the intangible benefits to the Agency of his suggestion through utilization by several Offices. In addition, a Certificate of Award signed by the Director was presented to [REDACTED] in recognition of his meritorious suggestion.

25X1A9a

[REDACTED] an employee of the Printing and Reproduction Division,

Logistics Office, was awarded \$250 for his meritorious suggestion relative to elimination and consolidation of procedures which effected savings in the work of his unit. The estimated first-year savings are expected to amount to approximately \$8,264. [REDACTED] also received a Certificate of Award signed by the Director.

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On the eve of the Christmas holidays, [REDACTED] Supply Division of the Logistics Office, received an award of \$175 for his suggestion proposing the use of manifold carbon sets (trade name "Letterex") in the preparation of correspondence. The adoption of this suggestion is estimated to effect a minimum savings of \$5,700 a year in clerical man-hours and materials. Since the submission of [REDACTED] suggestion, several offices have initiated the use of carbon manifold sets in place of the single-sheet tissue and individual carbon paper. Supplies are being made available by the Logistics Office as a regular stock item in Building Supply Rooms. Additionally, a Certificate of Award in recognition of his meritorious suggestion was presented to [REDACTED] 25X1A9a

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[REDACTED] Office of Collection and Dissemination, was awarded \$100 for his meritorious suggestion proposing a procedure by which machine records could be utilized in providing city coordinates for analysts. In addition to monetary savings, intangible benefits to the Agency are also provided. A Certificate of Award signed by the Director

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was also presented to [REDACTED] in recognition of his meritorious suggestion.

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CLASSIFY YOUR SUGGESTION

Employees submitting suggestions should be certain to classify the Employee Suggestion Form in accordance with the nature of the information contained in the suggestion before transmitting it to the Incentive Awards Committee.

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PROCESSING OF COVERT SUGGESTIONS

In addition to the Incentive Awards Committee, a Special Panel has been established to handle suggestions and recommendations for awards pertaining to covert operations or projects. Panel membership is furnished from staff members of the DD/P who take action with the Chairman of the Agency Committee. For suggestions concerning the above, properly sealed envelopes will be received directly by the Special Panel when addressed to:

Special Panel
c/o Secretary, Incentive
Awards Committee

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AWARDS TOTAL OVER TWO THOUSAND DOLLARS TO DATE

Forty-eight monetary awards totaling \$2,095 have been approved by the Incentive Awards Committee from May 1953 to date. In addition, for those major awards of \$100 or more a Certificate of Award signed by the Director accompanies the monetary award. During the same period 15 Superior Accomplishment Awards of within-grade salary increases were approved in recognition of outstanding accomplishments in connection with meritorious suggestions, sustained performance of duties of a high degree of efficiency and special acts or services.

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ADDITIONAL SUGGESTION AWARDS

Monetary awards were approved by the Incentive Awards Committee for the employees listed below in recognition of their meritorious suggestions:

25X1X4

[REDACTED] received an Incentive Award of \$50 for his meritorious suggestion in developing a process for the [REDACTED]

25X1X4

25X1A9a

[REDACTED] Logistics Office, was awarded \$30 for his meritorious suggestion concerning the development of a new technique in the insertion of sulphite paper used in the multilith process in the reproduction of reports.

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[REDACTED] Supply Division, Logistics Office, received an award of \$15 for his meritorious suggestion in devising an Agency form relative to repair of office machines and furniture resulting in a more efficient and economical procedure in the recording of data.

25X1A9a

[REDACTED] a courier in the Logistics Office, was awarded \$10 for his safety suggestion concerning the loading area of "L" Building.

25X1A9a

[REDACTED] Finance Division, Comptroller's Office, received an award of \$50 for her meritorious suggestion proposing the revision of a finance form which would permit the recording of three transactions on a single page, rather than one transaction as at present. It is estimated that a fifty per cent savings will be effected in forms and stenographic and clerical man-hours.

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[REDACTED] Office of Research and Reports, was awarded \$20 for his suggestion concerning improvements to employees' safety.

25X1A9a

[REDACTED] Office of Communications, received an award of \$25 for his meritorious suggestion concerning the salvaging of a supply-room stock item which resulted in estimated annual savings of approximately \$500 a year.

25X1A9a

[REDACTED] Office of Operations, received \$25 for his meritorious suggestion to improve Agency operations by the issuance of a Registry and Message Center Directory to effect rapid dispatch of Agency mail.

25X1A9a

[REDACTED] Office of Operations, was awarded \$10 for her meritorious suggestion that, for better security measures, identifying labels be removed from periodicals supplied to Agency reception rooms prior to being made available to readers.

25X1A9a

[REDACTED] DD/P, received an award of \$15 for her meritorious suggestions concerning improvements in the "K" Building cafeteria.

25X1A9a

[REDACTED] Library Division, Office of Collection and Dissemination, was awarded \$15 for suggestion concerning distribution of Agency regulatory issuances.

25X1A9a

[REDACTED] Office of Scientific Intelligence, received an Incentive Award of \$25 for her meritorious suggestion concerning an improvement in the Que Building cafeteria.

25X1A9a

[REDACTED] Office of Research and Reports, was awarded \$15 for his meritorious suggestion concerning the issuance of an Agency notice to provide for efficient and economical use of stapling equipment.

25X1A9a

[REDACTED] Office of Current Intelligence, received an award of \$15 for his suggestion in devising a date stamp arrangement to provide uniformity in the dating of documents.

25X1A9a

[REDACTED] Office of Operations, received a within-grade pay increase for his contribution to the development of an improved design of a commercial multicoupler.

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[REDACTED] Office of Operations, was awarded \$50 for his suggestion regarding standardization of foreign abbreviations.

NOTE: Offices desiring to utilize any of these adopted suggestions can obtain further information by contacting the Executive Secretary, Incentive Awards Committee.

SUBMITTING SUGGESTIONS

Check with your supervisor! It is a good idea to go over your suggestion with your supervisor prior to submitting it. He will be glad to help you further develop your ideas and perhaps point out ways to improve your presentation with diagrams, format, etc. If you desire, your suggestion may be forwarded through him.

"ALL'S INVENTED" - 'T WAS SAID IN 1833!

The Chief of the United States Patent Office wanted to resign back in 1833 and in his letter of resignation he wrote:

"Everything seems to have been done. I just don't see how anything else can be invented because the U.S. Patent Office is running over with inventions."

Fortunately, his belief didn't stop people with ideas then or in the years that followed. More than 2,500,000 inventions have been perfected since that time and our ideas have moved us far beyond the oil lamps, tin bath tubs and horse carts. We have always been a nation of inventors and suggesters who are constantly striving to develop new ideas and new ways of doing things.

WHAT ARE SUGGESTIONS?

Suggestions may relate to procedural or technical matters, revision of methods, inventions and material pertaining to any part of the work of the Agency. The objectives of suggestions may involve such items as improvement and methods of operations, quality of work product, equipment, working conditions, employee morale, methods, production and costs, and elimination of waste and duplication. Benefits from such suggestions aid and assist the Agency in accomplishing its mission, the supervisor in utilizing his staff to the best advantage and the employee in better performing his job.

